

POSITION DESCRIPTION

Title: Domestic Violence Services Specialist

Reports To: Pikyav Program Coordinator

Location: Happy Camp, with regular travel to Orleans and Yreka

Salary: \$12.00 to \$16.00 per hour, depending on experience.

Classification: Part Time (30 hours/week), Regular, Non Exempt, Grant Funded

Responsibilities:

1. Shall be on call to assist victims in crisis as needed.
2. Shall conduct assessment of victims' needs for service.
3. Shall assist victims in the completion of applications and other paperwork needed to obtain services.
4. Shall assist with safety planning.
5. Shall assist with obtaining orders of protection.
6. Shall accompany victims to appropriate court appearances.
7. Shall assist in reporting and data collection, as assigned.
8. Shall assist the Project Director in meeting grant requirements.
9. Shall be available for local and out of the area travel as required for job related training.
10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.

3. Must be a self-starter, well organized, and willing to learn new skills.
4. Must be able to prioritize duties and ensure timely completion of tasks.
5. Have the ability to understand and follow oral and written instructions.
6. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
7. Have experience in crisis intervention and making referrals for services.
8. Have the ability to work in a team, problem solve as a team/collaborate.
9. Have the ability to advocate for clients to ensure their best interests are met.
10. Have the ability to seek out resources for clients (knowledge of who to call for resources).

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have one year of specialized experience assisting professionals in one or more social programs such as family services, child services, substance abuse programs, juvenile corrections programs, domestic violence services program, or shelter.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must have completed or be willing to complete 40 hour domestic violence advocacy training.
5. Must adhere to confidentiality policy.
6. Must have familiarity and experience with issues related to domestic violence and abuse.
7. Must have the ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policy makers.
8. Must successfully pass a pre-employment drug screening test.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____